

**Minutes of the Carlisle Board of Health
August 16, 2011**

Present: Board Members Jeff Brem (Chair), Bill Risso, Mark Caddell, Cathy Galligan; Donna Margolies; also present: Linda Fantasia (Agent), Alex Sayde (Mosquito); Public attendees: Leslie Thomas, Cindy Craft, John Horne, James Boudreau, and Ben Ewing (SMI)

The meeting was called to order at 7:00 pm.

MINUTES – It was moved (Galligan) and seconded (Risso) to approve the minutes of 5/10/11 as revised. Motion passed 4-0-1 (Margolies not yet elected). It was moved (Galligan) and seconded (Risso) to approve the minutes of 6/7/11 as amended. Motion passed 4-0-1 (Brem was absent). It was moved (Galligan) and seconded (Risso) to approve the minutes of 6/21/11 as amended. Motion passed 5-0-0.

BILLS – It was moved (Risso) and seconded (Galligan) to approve the bills which include salaries and supplies for the MRC trailer from grant funding. Motion passed 4-0-1 (Margolies not familiar with the budgets).

ADMINISTRATIVE REPORTS

Public Flu Clinic – Fantasia reported that only four responses were received on survey monkey. Carlisle has very limited vaccine availability. Carlisle's allotment of the free state supplied vaccine is 30 doses for uninsured adults and 70 doses for any child up to age 18. The Board received \$396 reimbursement for vaccine administration for last year. This is only enough to buy 25 pre-filled syringes. The school cafeteria has been tentatively booked for October 5th. The vaccine storage refrigerator was not moved to town hall because there is no backup power source. The Board could use the refrigerator at Emerson Home Care as a backup. The Board discussed whether to continue planning for a public clinic. Flu clinics are good practice for the MRC. This can still be done at the senior clinic although nurses will be provided by Emerson Home Care. The Board also discussed whether it makes sense to join with another town such as Concord. Emerson Home Care normally runs the public clinic for Concord. DPH is recommending vaccinating children. The 70 state supplied doses would not be enough for all school age children. The Board wants to publicize the new DPH recommendations on childhood immunizations. The state vaccine unit said that if the situation changes and the Board holds a clinic Carlisle's allocation may still be available. The Board agreed that since the flu vaccine is readily available to the general public it will not hold a public clinic this year. It would be nice to build on last year's results, but the overall interest from the public is not there. Should there be a sudden need the Board will reconsider the clinic. Fantasia will cancel the order with the Vaccine Unit. The Senior Clinic will still be held for residents 65 years of age and older. It will be run as an EDS training.

PH 193 Cross Street – Title 5 waiver under Local Upgrade Approval for minimum setback distance from foundation to leaching area to accommodate an addition to the dwelling. Present for the hearing were Ben Ewing of Stamski & McNary Inc., James Boudreau, owner, and John Horne of Horne Builders.

Ewing explained that the owners would like to add a room over a crawl space. The addition would be 13' from the gravel in the leaching area. Title 5 requires a minimum of 20' to a foundation wall. The addition will not have a full foundation but the space will be accessible for storing equipment. It will have a concrete floor. One of the reserve trenches will be relocated. The percolation rate was 14-20 mpi. The system is five years old and designed for 20 mpi. Ewing agreed to water proof the foundation and fence off the excavated area to prevent intruding into the leaching area. The basement wall will be waterproofed and then covered with plastic. The Board asked if a slab had been considered since this only needs a 10' setback. Ewing said the owners want the additional storage space. The Board asked if a foundation drain would be required. Ewing said this would be up to the Building Commissioner. The Board would be concerned if a drain was installed because it could transport sewage to the surface where the drain runs to daylight. The Board agreed it would prefer to not have a perimeter drain unless required by the Building Code. If one is required, it should be constructed on the inside of the foundation wall which would then be waterproofed. Boudreau (owner) said it would have been easier to include the space when the house was being built. He now has to work with what exists. Ewing said water proofing the wall should provide equal protection comparable to the setback distance. The Board said the space must never be used as living space. Boudreau agreed. When asked about moving the primary trenches, Ewing said this would be prohibitively expensive.

and might move the leaching area outside the testing. There is a finished basement room that puts the total at twelve with the new addition. The system is sized for five bedrooms. Ewing said the owners would like to record a five bedroom deed restriction. The Board noted that this would need to be done before issuance of a building permit. There were no other questions or comments.

It was moved (Risso) and seconded (Caddell) to close the public hearing. Motion passed 5-0-0. It was moved (Risso) and seconded (Caddell) to approve a waiver under local upgrade approval for the required setback distance from foundation wall to leaching area (13' provided, 20' required) to accommodate an addition at 193 Cross Street with the following conditions: (1) there shall be no perimeter drain unless required by the Building Code; (2) if a drain is required, it must be located inside the foundation wall which then must be water proofed; (3) the space below the addition cannot never be turned into living space; (4) foundation wall must be waterproofed as described in engineering review letter; (5) a five bedroom deed restriction must be recorded and filed with the Board prior to issuance of a construction permit. Motion passed 5-0-0.

Farmers Market – Present for the discussion was Cindy Craft and Leslie Thomas, market organizers.

Two vendors have expressed an interest in offering cook to order breakfasts. A trial was held last Saturday. It was very popular and would help to bring in customers. Both vendors are ServSafe Certified. Fantasia had contacted the Board's Food Service Consultant Randy Phelps who provided a list of recommendations: hand washing station at the preparation area, use of gloves, and allergy awareness warnings on the menus. Thomas and Craft said these would not be a problem. The Market will run through the end of October so they need permits for eleven Saturdays. The Board agreed that it could issue a single Permit to cover all of the dates. The vendors will need to provide copies of their ServSafe Certifications and menu items. Galligan questioned whether all of the food was prepared on site. Thomas said the bacon cheese tart was prepared ahead in an approved kitchen.

It was moved (Galligan) and seconded (Margolies) that pending receipt of the requested information (ServSafe Certifications, applications, menus, approved kitchen permit), the Board issue One-Day temporary Food Establishment Permits for the potentially eleven remaining Saturdays through October for two vendors to prepare cooked to order breakfasts at the Carlisle Farmer's Markets located at Kimball's Ice Cream Stand on Bedford Road.

DISCUSSION ITEMS:

2010 Goals – The Board reviewed 2008-2009 goals which were updated in 2010 and prepared a suggested list of 2011 Goals:

1. Regulations: the Board completed the revision of its Water Supply Regulations and prepared a checklist for applicants seeking Septic Regulation waivers.
2. Public Health: the Board looked into sponsoring a Mosquito Control Program and decided not to pursue it due to resident concerns about health and environmental risks and lack of funding. The Board with the assistance of its BUSPH intern, Kathryn Kinzel, organized a presentation on Lyme Disease and an exhibit at the Library. The Board held its first public flu clinic in 2010 at the school. The Board will continue to work on public health education with exhibits, website materials, and general resources. The Board will continue to focus on educating the public on Lyme Disease, WNV and EEE which continue to be significant threats to the community.
3. Emergency Preparedness: The Board continued working on Region 4A activities; two HAM radio stations have been set up (Police Station and School) using grant money; a table top on a hurricane event was organized for Carlisle and Concord first responders and was well received; an AAR report on clinic activities was prepared by a consultant. Flu clinics were conducted as EDS trainings; work continues on Neighborhood Networks; this could be a good Eagle Scout project. Fantasia would like to incorporate CERT (Citizens Emergency Response Teams) into the Neighborhood Networks trainings. Margolies and Risso have CERT and shelter training. The new Blackboard Connect CTY emergency notification system is now operational and has been used very successfully. The Board has received grant funding for the last two years to help offset the \$3000 annual cost. A Risk Communication plan was completed for Carlisle by

a consultant hired by Region 4A. The Board did not conduct a joint Fire, Police, BOH drill nor an ICS/NIMS training. The Board will continue to work on emergency planning. The Board will be receiving 7-8 survival kits from Region 4A. These could be used to publicize how to make a kit so that residents can shelter in place. Order forms may be available. Information will be put on the website when appropriate. It was suggested that the Board look into setting up MOU's with a hospital emergency rooms. This would be important if an MRC volunteer was injured during an event.

4. **Management and financial planning:** the Board agreed to continue its goal of improving customer service and more regular meetings between chair and staff. An analysis of fees resulted in an increase in the distribution box fee from \$50 to \$100. The website continues to be used and improved. Staff is working on an Operations manual. This year the Board will concentrate on customer service in the office and before the Board. The Board would like to do a formal analysis of staff and process. This would be beneficial when appearing before FinCom. The Board will look into preparing an anonymous survey. Fantasia noted that town hall had a suggestion box but there has been no follow up on comments submitted. The Board agreed to wait on reviewing current fees. Members felt that given the state of the economy increasing fees might discourage people from applying for permits. Fantasia noted that the poor economy has also caused a significant drop in work so an analysis based on current activity would be misleading. The Board would like to be better informed on office procedures and operations should there be a need to take over any tasks. A walk through of the office and plan review training will be arranged. The Board would like to see a Library catalogue of office resources and an inventory list of supplies and equipment.

Administrative Report continued:

DPH Reimbursement for Fringe Benefits – Carlisle will not receive the \$837.00 because MAPC did not process it correctly. According to DEP the grant year has ended so there is no appeal. The Board agreed that problems like this should be copied to all parties involved in the future.

Arbovirus Report – EEE mosquitoes were found in southeast part of state. Weather will increase their numbers and risk of human contact. The Board gets weekly arbovirus reports via the HHAN.

Daisy 21 E – A consultant has been hired by the Daisy family to assess the condition of the property. The Health Department has provided its testing results. The consultant will keep the Board informed of their progress. The Daisy family is paying for the assessment.

School Building Project –Risso explained that the fire well may not need a new location. The builder with Bill Risso had approved a revised plan due to an access problem for the rig. This may have been resolved.

Malcom Meadows Board of Health Conditions – There has been a history of lack of reporting as required by the ZBA special permit conditions. Trustees are the unit owners and are responsible for monitoring the conditions of the special permit which include annual tank pump outs, Title 5 every three years, and fiscal reporting annually. The last Title 5 Inspection done last fall was a conditional pass. The d-box for System II needed to be replaced. The work has not been done after several calls to the trustees. The Board will send a letter to all owners reminding them of the permit conditions which are included in the Master Deed and Association Trust.

Geothermal Wells – there is still missing information from the three sites approved by the Board last year. A lot of staff time is being spent following up. The Board agreed to establish a formal application process and requiring Board of Health sign off before a geothermal well can be brought online. A checklist will be prepared.

Guest House – a River Road owner is interested in converting a studio loft to a four bedroom structure. There is a three bedroom septic system which would be expanded to a four bedroom one. There may be a zoning issue since it is illegal to have two residences on one lot. It was reported to the Board of Health by the Building Commissioner that currently there are three bedrooms although the Board only approved one and the studio. Fantasia has been conferring with the Building Inspector on the town's policy relative to guest houses. Plans have not yet been filed.

Camp Licensing – the Board approved two sport camps under the supervision of the Recreation Department. One camp met all the application requirements. The second applied the Friday before camp was to start. Fantasia will work with Recreation to improve the process. Recreation is working on cleaning up the fields of dog excrement. Camp directors were warned to avoid any questionable areas.

DISCUSSION ITEMS continued:

Planning Board Noise Policy – Brem and Galligan submitted their individual comments to Planning. The Planning Board has agreed to delay action to give the Board of Health time to comment.

Operation PELOBU – this was a table top exercise paid for by PH Region 4A. Participants included police and fire personnel from Concord, police and fire personnel from Carlisle, Carlisle Selectmen Doug Stevenson, Carlisle Board of Health, Concord Carlisle HAM Radio operators, and MRC volunteers. The exercise involved risk communication planning for a hurricane even. The exercise went well and was well received. For the future, Galligan suggested organizing work groups so that each group would include a person familiar with the town's emergency response plan. Brem said training definitely has its advantages. He was very impressed with the knowledge of the participants in his work group which included the new Carlisle Police Chief. Fantasia thought the towns should have been kept separate since their response plans differ. It was good to hear how each town would respond. Concord has a town manager who has more authority. Carlisle has a town administrator so the authority rests with the Selectmen. Because of this it is important for the Selectmen to have proper training such as ICS Certification.

Administrative Assistant Position – The Board would like to offer the job to Bobby Lyman who has been working in a temporary capacity since December. Brem wanted the Board to have an official meeting with her first. The request for a salary range will be brought to the Personnel Board. The Board can set an "up to" limit based on budget. Lyman will be invited to the next meeting of the Board of Health.

Meetings – 9/20/11, 10/18/11, 11/15/11, 12/13/11.

There was no further business discussed. Meeting voted to adjourn at 9:15 pm.

Respectfully submitted,

Linda M. Fantasia
Recorder